•	YES	NO	COMMENTS
CONTRACT BENEFICIARIES			
How many persons are currently being/were served?			
Is this consistent with the contract?			
Do clients meet a National Objective? (CDBG only)			
If yes, which National Objective.			
•			
Are activities benefiting persons within Low-Mod Income category?			
If yes, please indicate below:			
□ L/M Income Area Benefit			
□ L/M Income Limited Clientele (circle applicable one)			
Presumed Benefit §570.208(a)(2)(i)(A)			
 51% of clientele L/M §570.208(a)(2)(i)(B) and (C) 			
 Nature and Location §570.208(a)(2)(I)(D) 			
 Serving to remove material/architect. barriers for severely 			
disabled §570.208(a)(2)(ii)			
Limited Circumstance §570.208(a)(2)(iv)			
1/841 11 '			
1/841		\vdash	
□ L/M Income Jobs	YES	NO	COMMENTS
CONTRACT DEPORTING DECUMPEMENTS	TES	NO	COMMENTS
CONTRACT REPORTING REQUIREMENTS			
Are the Dregrammetic Penerte Submitted Timely Monthly?			
Are the Programmatic Reports Submitted Timely Monthly?			
PROGRAMMATIC			
Client Data Reports submitted monthly? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Decide to Otation Decompts and with all Otation and the section with all			
Project Status Reports submitted? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Employee Data Reports submitted? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Subrecipient Project Tally Sheet submitted monthly? (circle each month			
submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Mid-Year /Annual Performance Reports submitted? (circle each submitted)			
Mid-Year Annual			
FINANCIAL			

Cost Control Report submitted? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Cost Worksheet submitted? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
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Reimbursement Request submitted? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
That the may saile saily had sope see her bee sail too			
Personnel Cost Worksheet submitted? (circle each month submitted)			
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
mai Api may suite suly Aug Sept Oct NOV Dec Sail Teb	VEO	NO	OOMMENTO
A DAMAHATO A TIME DE ALIBERTATA	YES	NO	COMMENTS
ADMINISTRATIVE REQUIREMENTS			
Does Subrecipient maintain personnel records for all persons paid by			
or through CDBG funds provided by HCCSD?			
Does Subrecipient maintain documentation of an Affirmative Action			
Program?			
Does Subrecipient have documentation stating it is an Equal			
Opportunity or Affirmative Action Employer? (if applicable)			
Have any personnel employed in the administration of the CDBG			
funded program been used for political activities, sectarian or religious			
activities, lobbying, political patronage, and nepotism activities?			
<u> </u>			
Is Subrecipient operating program in compliance with OSHA			
requirements, if applicable?			
Is Subrecipient adhering to the "Section 3 Clause' of the HUD Act of			
1968? (if applicable)			
Is Subrecipient adhering to the requirements of the Hatch Act? (Chap.			
15 of Title V United States Code)			
13 of Title V Officed States Code)			
Le de como de tien mariateira d'Esp O auffich ef lateure d			
Is documentation maintained for Conflict of Interest.			
Does Subrecipient have a copy of contract to reference?			
Is the project/program operating within the stated Scope of Service?			
Is the Program Delivery being executed as stated in the contract?			
	YES	NO	COMMENTS
RECORDKEEPING			
Does the program maintain a grant file?			

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Does the agency maintain an application file?			
Does the agency maintain client files?			
, , , , , , , , , , , , , , , , , , ,			
Does the agency maintain property files? (if applicable)			
Dood and agentsy maintain property mode. (in approache)			
Doos the agency have a program procedure manual?			
Does the agency have a program procedure manual?			
Retain copy of pertinent areas for HCCSD file	VEO	NO	COMMENTO
	YES	NO	COMMENTS
OTHER MONITORING AREAS			
□ CONFIDENTIALITY			
Are systems in place that ensure the confidentiality of persons			
provided services for family violence treatment prevention, homeless			
services, etc?			
□ GRIEVANCE PROCEDURE			
Are there written procedures to address grievances or complaints of			
employees and program participants?			
employees and program participants:			
- LIMITED ENGLISH DROFIGIENCY			
□ LIMITED ENGLISH PROFICIENCY			
Does Subrecipient provide program information in the appropriate			
languages for the geographic area (i.e. Spanish)?			
□ EQUAL ACCESS TO HOUSING			
Does the Subrecipient maintain an Equal Access Policy to ensure all			
participants have equal access to housing and shelter programs,			
regardless of marital status, sexual orientation, or gender identity.			
□ TERMINATION OF PROGRAM ASSISTANCE			
Is there a formal process in place that recognizes the rights of individuals			
receiving assistance to due process of law when terminating assistance?			
Tooliving decictation to due process of law milet terminating decictation.			
□ GRANTOR RECOGNITION			
Is grantee recognition maintained/observed for all items made			
available or possible through CDBG/ESG funds provided by HCCSD?			
□ PROGRAM CHANGES			
Have any significant changes been made to the program? (i.e. staff			
changes, budget revisions, scope of services)			
Were changes approved by HCCSD?			
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Does Subrecipient maintain documentation of HCCSD approval of			
applicable amendments/revisions to Subrecipient Agreement? (if			
applicable)			
applicable)			Ī

Records to be Maintained		
Are records maintained describing each activity undertaken?		
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Do records maintained demonstrate each activity undertaken meets a		
national objective?		
Are records maintained documenting homelessness? (ESG programs) only)		
Are records maintained documenting participant income? (if applicable)		
Are records maintained documenting compliance with the fair housing and equal opportunity components of the CDBG Program, to include providing reasonable accommodations to afford a persons with a disability the equal opportunity to use and enjoy housing (if applicable).		
Has Sub-recipient maintained real property inventory records, which clearly identify properties purchased, improved, or sold? (if applicable)		
Has an annual agency audit been conducted in accordance with Generally Accepted Governmental Auditing Standards (the "Yellow Book")? (if applicable)		
Does Subrecipient maintain a completed copy of the Section 504 Self Evaluation and Transition Plan?		
Does Subrecipient retain copies on file of monthly programmatic and financial reporting requirements submitted to HCCSD? See Contract Reporting Requirements above.		
Retention		
1,000		
Does Subrecipient have a system in place to retain records for 5 years?		
**** F. 10 C C C C		
**** Final Confirmation of Documentation		
Doos supporting documentation exist in all files reviewed for each of		
Does supporting documentation exist in all files reviewed for each of the above questions?		